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602 Addressing

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1.0 Elements of Addressing

1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

1.2 Delivery Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under 4.0, the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage.

1.3 Address Elements

All mail not bearing a simplified address must bear a delivery address that contains at least the following elements in this order from the top line:

- a. Intended recipient's name or other identification.
- b. Private mailbox designator ("PMB" or alternative "#") and number if the mailpiece is addressed to a commercial mail receiving agency (CMRA) address.
- c. Street and number. (Include the apartment number, or use the Post Office box number, or general delivery, or rural route or highway contract route designation and box number, as applicable.)
- d. City and state (or state abbreviation). The city is any acceptable mailing name for the 5-digit ZIP Code serving the intended recipient as shown in the USPS City State Product.
- e. **ZIP Code where required:**
 1. ZIP Codes are required on Priority Mail Express, commercial First-Class Mail, First-Class Package Service — Commercial, Periodicals, USPS Marketing Mail, Package Services and Parcel Select mailpieces, all mail sent to military addresses within the United States and to APO and FPO addresses, official mail, Business Reply Mail, and merchandise return service mail.
 2. **Unless required above, ZIP Codes may be omitted from single-piece price First-Class Mail (including Priority Mail), First-Class Package Service — Retail, USPS Retail Ground, and pieces bearing a simplified address.**

1.4 Complete Addresses

1.4.1 Complete Address Definition

A complete address has all the address elements necessary to allow an exact match with the current USPS ZIP+4 Product to obtain the finest level of ZIP+4 code for the delivery address. A complete address may be required on mail at some automation prices.

1.4.2 Complete Address Elements

A complete delivery address includes:

- a. Addressee name or other identifier and/or firm name where applicable.
- b. Private mail box designator and number (PMB 300 or #300).
- c. Urbanization name (Puerto Rico only, ZIP Code prefixes 006 to 009, if area is so designated).
- d. Street number and name (including predirectional, suffix, and postdirectional as shown in USPS ZIP+4 Product for the delivery address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or Post Office box number (PO BOX 458), as shown in USPS ZIP+4 Product for the delivery address). ("PO Box" is used incorrectly if preceding a private box number, e.g., a college mailroom.)
- e. Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).
- f. City and state (or authorized two-letter state abbreviation). Use only city names and city and state name abbreviations as shown in USPS City State Product. Contact the National Customer Support Center (see 509.1.0) for more information about the City State Product.
- g. Correct 5-digit ZIP Code or ZIP+4 code. If a firm name is assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used in the delivery address.

1.5 Return Addresses

1.5.1 Purpose for Return Address

The return address tells the USPS where the sender of a mailpiece wants it returned if the piece cannot be delivered.

1.5.2 Return Address Elements

The return address contains elements corresponding to those for the delivery address. A return address is required in specific circumstances (see 1.5.3). If the sender's name is not included in the return address, another clear designation (apartment, suite, or room number) is required to ensure proper handling of ancillary services and/or return of the piece. ZIP Codes (5-digit or ZIP+4) are required in the return address of all mail on which postage is paid with precanceled stamps or company permit imprint, and in the sender's return address on Periodicals mail when "Address Service Requested" is specified. Official mail (penalty mail) also requires a ZIP Code in the return address.

1.5.3 Required Use of Return Addresses